

# CALFRESH (CF) PROGRAM

## REQUEST FOR POLICY/REGULATION INTERPRETATION

**INSTRUCTIONS:** Complete items 1 - 10 on the form. Use a separate form for each policy interpretation request. If additional space is needed, please use the second page. Be sure to identify the additional discussion with the appropriate number and heading. Retain a copy of the CF 24 for your records.

- Questions from counties, including county Quality Control, must be submitted by the county CalFresh Coordinator and may be submitted directly to the CalFresh Policy analyst assigned responsibility for the county, with a copy directed to the appropriate CalFresh Policy unit manager.
- Questions from Administrative Law Judges may be submitted directly to the CalFresh Policy analyst assigned responsibility to the county where the hearing took place, with a copy of the form directed to the appropriate CalFresh Bureau unit manager.

1. RESPONSE NEEDED DUE TO: <input checked="" type="checkbox"/> Policy/Regulation Interpretation <input type="checkbox"/> QC <input type="checkbox"/> Fair Hearing <input type="checkbox"/> Other:	5. DATE OF REQUEST: 5/14/15	NEED RESPONSE BY: 5/28/15
2. REQUESTOR NAME: Delfina Chavez	6. COUNTY/ORGANIZATION: County of Fresno	
3. PHONE NO.: (559) 600-2762	7. SUBJECT: Collateral Contact and Release of Information	
4. REGULATION CITE(S): 63-301.542	8. REFERENCES: (Include ACL/ACIN, court cases, etc. in references) NOTE: All requests must have a regulation cite(s) and/or a reference(s).  63-300.j and 63-301.542	

9. QUESTION: (INCLUDE SCENARIO IF NEEDED FOR CLARITY):

Does the county need to have the client sign a release of information indicating who the county can speak to for Collateral Contact? Or may authorization be given by the client to the county orally?

10. REQUESTOR'S PROPOSED ANSWER:

63-301.542

Once the household has supplied the name of a collateral contact or has asked the CWD for assistance in locating a collateral contact, the CWD shall promptly contact the collateral contact or otherwise assist the household in obtaining the necessary verification.

The words "promptly contact" indicates to me that a release of information is not required when making contact with a person designated by the client to be the point of collateral contact.

11. STATE POLICY RESPONSE (CFPB USE ONLY):

CDSS concurs with the county's proposed answer. Collateral contacts provided by the household does not require a signed release of information form from the household. Authorization can be given orally from the household and the EW should document the name of the collateral contact and phone number, that the household provides in the case file.

### FOR CDSS USE

DATE RECEIVED: 5/14/15	DATE RESPONDED TO COUNTY/ALJ: 5/19/15
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**CALFRESH (CF) PROGRAM  
REQUEST FOR POLICY/REGULATION INTERPRETATION (Continued)**

<b>1. RESPONSE NEEDED DUE TO:</b> <input type="checkbox"/> Policy/Regulation Interpretation <input type="checkbox"/> QC <input type="checkbox"/> Fair Hearing <input type="checkbox"/> Other:	<b>5. DATE OF REQUEST:</b>	<b>NEED RESPONSE BY:</b>
<b>2. REQUESTOR NAME:</b>	<b>6. COUNTY/ORGANIZATION:</b>	
<b>3. PHONE NO.:</b>	<b>7. SUBJECT:</b>	
<b>4. REGULATION CITE(S):</b>	<b>8. REFERENCES:</b> <i>(Include ACL/ACIN, court cases, etc. in references)</i> <b>NOTE: All requests must have a regulation cite(s) and/or a reference(s).</b>	